



## **SERVICE ASSISTANT (MAINTENANCE)**

**Class Code: 9994 - Exam Code: 6FA11**

<b>Opening Date:</b>	<b>03/25/16</b>
<b>Closing Date:</b>	<b>04/15/16</b>
<b>Type of Examination:</b>	<b>Subdivisional Promotional</b>
<b>Salary:</b>	<b>\$2,555 - \$2,906</b>
<b>Employment Type:</b>	<b>Permanent Full-time</b>
	<b>Permanent Part-time</b>
	<b>Permanent Intermittent</b>
	<b>Limited Term Full-time</b>
	<b>Limited Term Part-time</b>
	<b>Limited Term Intermittent</b>
<b>Exam Type:</b>	<b>Spot/Fresno and Merced</b>

### **EQUAL EMPLOYMENT OPPORTUNITY**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

### **DRUG FREE STATEMENT**

It is an objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

### **WHO CAN APPLY**

This is a subdivisional promotional examination for the California Department of Food and Agriculture, Big Fresno Fair, 21st District Agricultural Association, and for the Merced County Fair, 35<sup>th</sup> District Agricultural Association. Applicants must meet one of the following criteria to participate in this examination.

1. Applicants must have a permanent civil service appointment with the California Department of Food and Agriculture as of the final filing date, in order to participate in this examination: or
2. Must be a current or former employee of the Legislature for two or more years as defined in Government Code §18990; or
3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code § 18992; or
4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991; or

**WHO CAN APPLY, CONTINUED**

5. Under certain circumstances, other employees (*i.e., former Department employees or current employees on TAU, T&D, and LT status*) may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. This is a subdivisional promotional examination. Career credits do not apply.

**NOTE:** Veterans must provide a copy of their DD214 for entrance requirements.

**HOW TO APPLY**

This exam and positions are for the following District Agricultural Association (DAA) Fairs:

**Big Fresno Fair, 21<sup>st</sup> DAA**  
**1121 South Chance Avenue**  
**Fresno, CA 93702**

**Merced County Fair, 35<sup>th</sup> DAA**  
**900 Martin Luther King Jr. Way**  
**Merced, CA 95340**

Submit a Standard State Application (STD. form 678) to the address below no later than the **Final Filing Date, Friday April 15, 2016.**

- Standard State Application (STD. form 678) is available through the internet at <https://jobs.ca.gov/Public/StateForms.aspx>
- Supplemental Application is attached below. **Applicants who do not submit a Supplemental Application will be disqualified.**
- All applications must include “to” and “from” dates (month/day/year) and time base. Applications received without this information may be rejected.
- Resumes **will not** be accepted in lieu of a completed State Application (STD. form 678).
- Your signature on your application indicates that you have read, understood, and possess the basic qualifications required. Only applications with original signature will be accepted.

**DO NOT SUBMIT APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR).**

**WHERE TO APPLY****HAND DELIVER OR MAIL TO:**

California Department of Food and Agriculture  
Examination Unit, Attn: Suzanne Conrad  
1220 N Street, Room 242  
Sacramento, CA 95814  
(916) 403-6579

**NOTE:** Facsimiles (FAX) or emailed applications will not be accepted under any circumstances.

**FINAL FILE DATE**

**Final Filing Date: Friday, April 15, 2016.**

Applications must be **POSTMARKED** no later than the **Final Filing Date, Friday, April 15, 2016**. Applications personally delivered or received via interoffice mail must be received by 5:00 p.m. on the final filing date. Any applications received after the final filing date will not be accepted for any reason.

**TEST DATE**

It is anticipated that the examination will be sometime in May or June 2016.

**TESTING METHOD**

The testing method used may be one or a combination of the following: **ORAL OR WRITTEN EXAMINATION, EDUCATION & EXPERIENCE OR SUPPLEMENTAL APPLICATION.**

**SPECIAL TESTING ARRANGEMENTS**

If you have a disability and need special assistance or special testing arrangements, mark the appropriate box in #2 of the application. You will be contacted to make specific arrangements. If you have not been contacted by the time you receive a notice to appear for a test, call the California Department of Food and Agriculture, Examination Unit, at (916) 403-6579.

**REQUIRED IDENTIFICATION**

NOTE: Applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

**ELIGIBLE LIST INFORMATION**

A Departmental Promotional list will be established for the California Department of Food and Agriculture, Big Fresno Fair, 21<sup>st</sup> District Agricultural Association, and for the Merced County Fair, 35<sup>th</sup> District Agricultural Association. The eligible lists will be abolished 12 months after they are established unless the needs of the service and conditions of the list warrant a change in this period.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION**

All applications must meet the education and/or experience requirements as stated on this examination announcement. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

**MINIMUM QUALIFICATIONS**

**Either I**

Three months of experience as a trainee in maintenance work in a park, highway, building, or grounds setting in the California state service.

**MINIMUM QUALIFICATIONS, CONTINUED****Or II**

Three months' experience as a corpsmember with the California Conservation Corps.

**Or III**

Successful completion of a formal training or work experience program in park, highway, building, or grounds maintenance. This work experience training program must have been in either:

1. A setting recognized or sponsored by the California State Department of Rehabilitation. **or**
2. A program such as those under the Career Opportunities Development (COD), or similar Federal, State or local programs.

**POSITION DESCRIPTION**

Under close supervision, incumbents learn and perform the less difficult gardening and maintenance duties in a park, highway, building, or grounds setting; to perform miscellaneous laboring work; and to do other related work.

Incumbents learn methods, materials, and proper equipment used in a variety of maintenance tasks; cultivates and maintains plants, shrubs, ground cover and/or crops for wildlife feed; mows, edges, waters, fertilizes, and prunes; sprays for control of weeds, insects and plant diseases; removes brush and undergrowth; replaces and makes minor repairs to signs, markers, sprinkler systems and other equipment; cleans ditches, culverts, and other drainage structures; learns and assists in resurfacing, oiling, and patching roads; learns to install raised, thermoplastic and painted roadway surface markings; applies oils and chemicals for roadside fire control; cleans up litter on highway rights of way and other public use areas; assists in the regulation of traffic to ensure safe conditions for other workers and the traveling public; keeps roadside rest, park, and other public use areas and facilities clean, orderly, and operative; learns to and operates light trucks and construction equipment; maintains equipment and supplies in proper working order; repairs and paints miscellaneous structures; does miscellaneous unskilled laboring tasks.

**EXAMINATION INFORMATION**

This examination will consist of a Supplemental Application weighted 100%, which is the sole component of the Service Assistant (Maintenance) examination. To obtain a position on the eligible list, a minimum score of 70% must be attained. You must complete submit the Standard State Application and the Supplemental Application in order to be considered for this examination.

**Supplemental Application - Weighted 100%**

The California Department of Food and Agriculture and the California Department of Human Resources (CalHR) reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**SCOPE OF EXAM AND KNOWLEDGE, SKILLS AND ABILITIES**

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:

**KNOWLEDGE OF:**

1. Common hand tools and equipment used in routine maintenance and repair work.

**ABILITY TO:**

1. Learn and perform park, highway, building or grounds maintenance work including the safe use and care of equipment and supplies;
2. Follow oral, written and/or gestural directions;
3. Work courteously and cooperatively with others, utilize acceptable work habits and meet established production standards;
4. Perform basic arithmetic;
5. Drive light vehicles;
6. Understand mechanical relationships.

**SPECIAL PERSONAL CHARACTERISTICS**

Willingness to conform to departmental uniform requirements; consciousness of safe work practices and potential hazards; physical strength and agility, including ability to lift and carry weights of at least 50 pounds; bend, stoop and stretch; enter and exit vehicles and riding power equipment; climb slopes and walk on uneven terrain.

**EDUCATION AND EXPERIENCE**

If conditions warrant, this examination may utilize an evaluation of each competitor's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

**VETERANS' PREFERENCE**

Veterans' preference will not be granted in the examination as it does not meet the requirements to qualify for Veterans' Preference.

**CAREER CREDITS**

Career Credits **will not** be added to the final score of this examination, because it does not meet the requirements to qualify for Career Credits.

**CONTACT INFORMATION**

If you have any questions regarding this announcement, please contact:  
The California Department of Food and Agriculture, Examination Unit  
1220 N Street, Room 242  
Sacramento, CA 95814  
Attn: Suzanne Conrad (916) 403-6579 or [suzanne.conrad@cdfa.ca.gov](mailto:suzanne.conrad@cdfa.ca.gov)

**GENERAL INFORMATION**

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. If an offer of employment is made, a medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: ① sub-divisional promotional, ② departmental promotional, ③ multi-departmental promotional, ④ service-wide promotional, ⑤ departmental open, ⑥ open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one (1) to four (4) years unless otherwise stated on this bulletin.

**Veterans' Preference:** Effective January 1, 2014, in accordance with Government Code 18973.1 and 18973.5, Veterans' Preference will be awarded as follows: 1.) Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference. 2.) An entrance examination is defined, under the law, as any open competitive examination. And 3.) Veterans' Preference is not granted once a person achieves permanent civil service status.

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device  
TTY number: 1-800-735-2929 FROM VOICE PHONES: 1-800-735-2922

**CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE  
SUPPLEMENTAL APPLICATION EXAMINATION FOR  
SERVICE ASSISTANT (MAINTENANCE)**

The California Department of Food and Agriculture's (CDFA) Service Assistant (Maintenance) examination is being given on a Sub-divisional Promotional basis. This examination will consist solely of this Self-Assessment Supplemental Application.

This Supplemental Application is designed to elicit a range of specific information regarding each candidate's knowledge, skills, abilities, and experience to effectively perform the duties relative to the classification. The information you provide will be evaluated using a predetermined rating criteria. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

This Supplemental Application will account for 100% of the weight of your examination for this classification. Therefore, please be sure to follow the instructions carefully. Please answer the questions completely since incomplete responses and omitted information will not be considered or assumed. Resumes, letters of reference, and other materials will not be evaluated or considered as responses to items in the Supplemental Application.

**NOTE: FAILURE TO PROPERLY COMPLETE THIS SUPPLEMENTAL APPLICATION WILL RESULT IN YOUR ELIMINATION FROM THIS EXAMINATION.**

**THIS AFFIRMATION MUST BE COMPLETED:**

I hereby certify and understand that the information provided by me on this Supplemental Application is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I understand this information may be verified at any time. I also understand that if it is discovered that I have made any false representations, I will be removed from the examination process, removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. Additionally, State employees may have adverse action taken against them up to and including dismissal.

**Your signature (Required):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print your name (Required):** \_\_\_\_\_

**Return your completed Supplemental Application and your completed Standard State Application (STD. Form 678), to the address below postmarked by the final filing date, Friday, April 15, 2016.**

**SUPPLEMENTAL APPLICATIONS AND THE STANDARD STATE APPLICATION POSTMARKED AFTER FRIDAY, APRIL 15, 2016 WILL NOT BE ACCEPTED.**

**California Department of Food and Agriculture  
Human Resources Branch  
1220 N Street, Room 242  
Sacramento, CA 95814  
Attn: Suzanne Conrad**

**Service Assistant (Maintenance)**  
**Supplemental Application Examination**

**PART I    Willingness**

The following six (6) questions are job requirements. Please read each question carefully and respond by **marking either YES or NO**. If you are not willing or able to comply with the following job requirements, it may be grounds for elimination from the examination process.

**Not providing a response to an item will be considered a “NO” response.**

- |  |          |         |
|--|----------|---------|
| 1. Are you willing to conform to departmental uniform requirements?                  | YES_____ | NO_____ |
| 2. Are you willing to be consciousness of safe work practices and potential hazards? | YES_____ | NO_____ |
| 3. Are you willing to carry weights of at least 50 pounds?                           | YES_____ | NO_____ |
| 4. Are you willing to bend, stoop and stretch?                                       | YES_____ | NO_____ |
| 5. Are you willing to enter and exit vehicles and riding power equipment?            | YES_____ | NO_____ |
| 6. Are you willing to climb slopes and walk on uneven terrain?                       | YES_____ | NO_____ |

**If you have answered “NO” to any of the above “WILLINGNESS” questions, please explain why below.**



## **PART II Experience**

A = No experience in this area

B = 1 month to 6 months in this area

C = 6+ months to 1 year in this area

D = 1+ year to 2 years in this area

E = 2+ years or more in this area

### **Instructions:**

For each item listed below in rows "1 through 20", check the corresponding box in the column which most accurately represents the experience you have with the following tasks.

**NOTE:** Credit will not be given for items not checked.

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
No Experience in this area.	1 month to 6 months in this area.	6+ months to 1 year in this area.	1+ year to 2 years in this area.	2+ years or more in this area.

1.	Cultivate, pruning, and/or maintain:					
	Plant Life maintenance					
	Shrubs					
	Ground cover					
	Trees					
	Crops for wildlife feed					
	Grass maintenance					

2.	Do the following to upkeep a public facility:					
	Mow					
	Edge					
	Fertilize					
	Prune					

3.	Using the following type of equipment to remove brush and/or undergrowth.					
	Weedeater					
	Shovel					
	Hoe					
	Tractor					
	Chain Saw					

4.	Spray for control of:					
	Weeds					
	Insects					
	Plant diseases					

**Instructions:**

For each item listed below in rows "1 through 20", check the corresponding box in the column which most accurately represents the experience you have with the following tasks.

**NOTE:** Credit will not be given for items not checked.

A	B	C	D	E
No Experience in this area.	1 month to 6 months in this area.	6+ months to 1 year in this area.	1+ year to 2 years in this area.	2+ years or more in this area.

5.	Replace and/or make minor repairs to:					
	Signs and/or Banners					
	Markers (Parking Lot Lines)					
	Sprinkler Systems					
	Chain Link Fences					
6.	Clean:					
	Ditches					
	Culverts					
	Gutters on buildings					
7.	Learn and/or assist in:					
	Resurfacing Roads/parking lots					
	Oiling Roads/parking lots					
	Patching Roads/parking lots					
	Dust Control (Magnesium Chloride)					
	Driving a Water Truck					
8	Learn to and operate:					
	Light trucks					
	Forklift					
	Tractor					
	Backhoe					
	Boomlift					
	Scissorlift					
9	Maintains equipment and/or supplies in proper working order.					
10	Repair and/or paint miscellaneous structures.					
11	May perform miscellaneous unskilled labor tasks (shoveling, raking, etc.)					
12	Work with the maintenance crew in repairing and building items for exhibits.					

**Instructions:**

For each item listed below in rows "1 through 20", check the corresponding box in the column which most accurately represents the experience you have with the following tasks.

**NOTE:** Credit will not be given for items not checked.

A	B	C	D	E
No Experience in this area.	1 month to 6 months in this area.	6+ months to 1 year in this area.	1+ year to 2 years in this area.	2+ years or more in this area.

13	Work or assist with repairing existing doors, replace glass/windows/screens, locks and/or window door frames.					
14	Provide a wide variety of miscellaneous functions in the general maintenance and upkeep of buildings, grounds, racetrack, livestock barns, horse barns, satellite wagering and/or grandstand.					
15	Construct forms for cement work and/or pour cement.					
16	Work or assist with changing fuses, bulbs; indicate where electrical outlets are located in buildings and on-grounds and/or keep records of the outlets.					
17	Work or assist with plumbing repairs and installation of new plumbing, digging irrigation ditches, repair and install new pipes and valves, repair toilets, urinals and/or sinks.					
18	Work or assist with repairing various pieces of equipment to keep hand and power tools are in safe and/or in good original working order.					
19	Work or assist with cleaning and servicing buildings and grounds for rentals prior to, during, and after event.					
20	Assist in the setup, removal and/or storage of chairs, tables and other equipment for interim rental usage.					

### **PART III    Narrative Questions**

You are being given two (2) questions on the following pages for which you are to provide a narrative response.

#### **Instructions**

- Limit your response to the question page.
- No additional pages will be accepted.
- You will be evaluated and scored on content, grammar, spelling, legibility, and neatness of your answer in addressing each question.

**QUESTION #1:**

There is an interim event at the fair that is scheduled for the weekend. An existing drywall was damaged by a pallet jack while moving tables. List how you would repair the damaged drywall from beginning to end.

**QUESTION #2:**

You were asked to take the fair tractor to the horse arena. You are unable to find a maintenance check-off list to operate the tractor. List the steps you would take prior to operating the tractor.